



## Warranty Service Request Form

P.O. Box 400 • Cordele, GA 31010  
 156 Seedling Drive • Cordele, GA 31015  
 Ph: 229-273-3636 • Fax: 229-276-1479

DATE RECEIVED	TIME NOTIFIED	DATE DISPATCHED	TIME DISPATCHED	CUSTOMER PO#	MARVAIR SERVICE PO#

Person Requesting Service:						
Company Requesting Service:						
Requesting Company Address:						
Requesting Company Phone #:				Account #		

### PLEASE SET UP AN APPOINTMENT WITH CONTACT BEFORE GOING TO SITE!

Point of Contact:			Company:			
Phone #:			Alternate Contact:			
Site Address:						
Site/Facility Type:			Required PPE/Training:			
City:			State:		Zip Code:	

### MUST CALL CONTACT TO GAIN ACCESS TO EQUIPMENT!

### PLEASE OBTAIN UNIT MODEL & SERIAL NUMBER!

Model Number	Serial Number	Nature of Problem

### Service Company Information

Service Company:			Contact:			
Phone #:			Fax #:			
City:			State:		Zip Code:	

Invoices will be paid in accordance with Labor Allowance Guidelines. Failure to follow these guidelines may result in delayed payment. All overtime work must be approved in advance. Service centers are required to notify Marvair, Inc. if site travel will exceed 1 hour each way – additional travel time must be approved in advance. Detailed invoices or service tech call sheet/work orders are required to be submitted with invoices for payment. Service techs should document work in detail and include/verify model and serial number of all equipment. The Marvair PO must be on all invoices/work orders. Marvair will provide warranty replacement parts for service calls. Please contact us at 229-273-3636 and speak with the Parts and Warranty Department.

Click the [Submit Claim Form](#) button or email to: [servicewarranty@airxcel.com](mailto:servicewarranty@airxcel.com)